



CITY OF NEWPORT BEACH

BUILDING DEPARTMENT

3300 NEWPORT BLVD.
P.O.BOX 1768, NEWPORT BEACH, CA 92658-8915
(949) 644-3275

Request for Special Plan Check Service

Date: _____

To: Newport Beach Building Department

Subject: **Request for Special Plan Check Service**

I hereby request that the Building Department provide special plan check service for the project listed below.

I understand that to provide this service, it will be necessary to authorize overtime work. I further understand that my additional cost will be 75% of the plan check fee, but not less than \$260.00.

I hereby agree to pay the cost of overtime in addition to the regular plan check fees.

Job Address: _____

Plan Check No.: _____

Valuation: _____

Amount: _____

Contact Person: _____

Phone #: _____

Authorized By: _____

(owner or representative)

Approved By: _____

(Building Department)